



# Facility Management

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REVISION DATE 10-03-03  
POLICY NUMBER 07-89

**SUBJECT: MICROWAVES – REFRIGERATORS - SMALL APPLIANCES**  
**IN STATE OFFICE AREAS**

## POLICY STATEMENT

This policy is being issued by Facility Management to establish the criteria for allowing refrigerators and microwaves within office areas of the Capitol Complex.

Facility Management will allow refrigerators and microwaves if they comply with the following standards:

1. All microwaves placed within Capitol Complex offices must be compact in size. Appliances brought to the Capitol Complex must be in good condition with no frayed cords. The maximum capacities and wattages allowed will be as follows:

Wattage--1,000 watts maximum

2. All refrigerators placed within Capitol Complex offices must be compact in size. The maximum capacity that will be allowed for refrigerators is 3.0 cubic feet or less.

Facility Management will not allow cooking in the office areas. Therefore, microwaves can be used only for heating food, not for cooking.

All refrigerators and microwaves found to be in violation of the above-mentioned maximums must be removed from the Capitol Complex office areas.

Other cooking appliances such as toasters, popcorn poppers, frying pans, hot plates, cup warmers, will not be allowed in Capitol office areas. Any such cooking appliances that currently exist in office areas must be removed.